Accreditation Steering Committee Meeting Minutes  
June 24, 2014

Attendees: Scott Mickelsen, Dottie Evans, Brad Ramsdale, Becky Currie, Jan Price, Jo Bek, Tina Smith, Randi Houghtelling, Dr. Barnes  
Absent: Matt Allbright, Jennifer McConville, Eric Reed

1. Minutes from prior meeting: Approved  
2. Updated copy of the Steering Committee-Criterion Committees is on the Common X Drive.  
3. Open Discussion on the assignment that was given at the last meeting.  
   a. Assumed information is easier to find out than the Assurance  
   b. It is hard to find actual Accreditation documents from different schools.  
      i. Butler Community College example is under the Common X Drive Accreditation Administrative File (They are AQUIP and not the Standard Pathway but it will still be a good example.)  
   c. Trying to find where the information is located for each Criterion is a concern.  
   d. Have a common location where anyone can find information that will be asked.  
   e. Assessment: In class examples should be from 2013-14 and 2014-2015  
   f. Tina shared their initial findings on the Mission Statement  
      i. The mission statement was not approved when Tina wrote this. It has been officially approved as of 6-20-14.  
      ii. Some other questions that Tina had have been answered now.  
   g. The decisions to how in depth we go in the Criterion Writings will depend on the findings and the deficiencies from the last visit.  
   h. Dottie will check on the rules of the 8,000 words. Does this include characters, just words, etc?  
   i. Catalog, Student Handbook, Strategic Plan-4 main documents that will be submitted as part of the required documents.  
   j. Dottie will check on the documents submission-can we just reference these documents in the Criterion or do we need to include those in our findings.  
   k.  
4. Follow up from last meeting  
   a. Assurance Checklist-Item 26-Scratched  
   b. Assurance Checklist-Item 27-Comparative Medicine Option-We need to keep it in there and Scott will help write them.-Brad’s Section  
   c. Assurance Checklist-Item 28-Scratched  
   d. Assurance Checklist-Item 29-Brad will talk to Barb-Barb will have more information about it after the NVMA Vet Tech Accreditation in October.  
5. Assignment for next month’s meeting-For those that are still working on this assignment, continue to work on it. For those that have completed theirs, work on another one under their Criterion.